



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068823R10003  
**ISSUANCE DATE:** March 21, 2023  
**CLOSING DATE/TIME:** April 19, 2023/5PM

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Douglas Quiggle  
**Supervisory Executive Officer (Contracting Officer)**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72068823R10003
- 2. ISSUANCE DATE:** *March 21, 2023*
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** *April 19, 2023/17:00 Bamako local time (GMT)*
- 4. POINT OF CONTACT:** *Human Resources Section, at [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov).*
- 5. POSITION TITLE:** *Administrative Assistant*
- 6. MARKET VALUE:** 8,836,454- 13,696,502 FCFA equivalent to **FSN-07**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Mali. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** CCNPSCs contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement and employee performance, and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
- 8. PLACE OF PERFORMANCE:** *Bamako, Mali* with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** *Security certificate (Certification)*

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract**

The Administrative Assistant is located in USAID/Mali, Executive Office, and serves as the principal administrative support person for the Office Chief, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, Administrative Assistant is responsible for coordinating information about the Office and making sure that information

gets to customers on a timely basis and in a professional manner.

## **2. Statement of Duties to be Performed:**

### **Administrative Management Support**

**(85%)**

a. The Administrative Assistant receives and places phone calls, sends and receives E-mails and Faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; MyServices requests for EXO staff (i.e. for vehicle, after-hours access, etc.); and, takes minutes at meetings when requested. The Administrative Assistant schedules appointments based on a good knowledge of the supervisor's commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Administrative Assistant to the Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis. 55%

b. The Administrative Assistant maintains control of all correspondence for the Office, including program/project/activity files provided by CORs/AORs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and the Host-Country language, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures. 10%

c. The Administrative Assistant uses computer and web-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. 10%

d. The Administrative Assistant establishes and maintains files according to standards set by the Mission C&R Technician/Supervisor in EXO, and by USAID/Washington; and, marks

correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates Office Handbooks and other documents, such as visitors' lists, telephone listings, personnel rosters, vacation schedules, etc. 10%.

### **Travel Management**

**(15%)**

The incumbent serves as Travel Arranger in the e2 Travel Management System for the Executive Office staff and prepares vouchers accordingly. S/he should assist the Executive Office staff to prepare travel requests and any other administrative documents relating to travel. Additionally, s/he is responsible for the preparation and submission of electronic Country Clearance requests (eCCs) on behalf of the Executive Office. The incumbent serves as the primary point of contact related to Temporary Duty (TDY) visitor arrangements, reservations in hotels or apartment, security clearance verification for both TDYers and incoming personnel. S/he updates TDY welcome book and ensuring information accuracy (contacts, checklists, etc.); coordinates with the US Embassy Community Liaison Office (CLO) and the USAID Travel.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### **3. Supervisory Relationship**

The Administrative Assistant receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

### **4. Supervisory Controls**

Full supervision of other USAID staff is not contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for this position, applicants must meet the minimum qualifications.

**a. Education:** Completion of Secondary Schooling and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

**b. Prior Work Experience:** A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.

**c. Language Proficiency:** Level IV (fluent) oral and writing ability in English and French is required.

**d. Job Knowledge:** The Administrative Assistant should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

**e. Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Google mail, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail. The ability to work effectively in a multicultural and diverse team environment is required. The ability to effectively perform under pressure and demonstrate extreme flexibility for multitasking.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed. To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

- |                          |           |
|--------------------------|-----------|
| 1. Prior Work Experience | 30 points |
| 2. Job Knowledge         | 30 points |
| 3. Skills and Abilities  | 40 points |

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter.

**How the selection will be made:** The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.
6. Security & Police Background check.
7. Responsibility Determination.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. Applications which meet the minimum qualifications will be contacted (Step 2) for English language testing. Applicants passing the language test by obtaining the required scores will be forwarded (Step 3) to the Technical Evaluation Committee (TEC) for further reviews against the established evaluation criteria to develop a shortlist of applicants to be tested (technical) and/or interviewed. Following the interviews (Step 4) during which the applicant will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment (Step 5) and forward that list as a recommendation memorandum to the Supervisory Executive Officer (Contracting Officer), through the HR Specialist. EXO/HR or the TEC will conduct reference checks (Step 6) on the best suitable candidate (s) as decided by the TEC. References may be solicited from current as well as former supervisors in addition to the references provided in the application package. The HR section will contact the selected candidate to confirm their interest and for contract negotiations (Step 7).

*Note:*

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an "Overall Summary Rating of Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.

#### **IV. SUBMITTING AN OFFER**

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. **Only shortlisted applicants will be contacted** and provided with guidance for the next step of the process.

1. Eligible Offerors are required to complete, sign and submit the offer form [AID 309-2](https://www.usaid.gov/forms/aid-309-2) (Offeror Information for Personal Services Contracts with Individuals): <https://www.usaid.gov/forms/aid-309-2>
2. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying.
3. **Cover letter** of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.
4. Applicants are required to provide five (5) Professional References with complete contact information including email address and telephone number(s). References should have knowledge of the candidate's ability to perform the duties set forth in the solicitation and **must not be family members or relatives.**
5. Copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable **PDF file.**
6. Applicants must provide their **full mailing address with telephone numbers, email address** and should retain for their records copies of all enclosures that accompany their submissions.
7. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4.**
8. Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number **72068823R10003**] – [CANDIDATE NAME]

**All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.**

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements
3. Security Eligibility for Certification
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
5. Employee Biographical Data Sheet (Form AID 1420)
6. Responsibility Determination

**Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. Basic salary,
2. Miscellaneous allowances
3. Holiday bonus, and
4. Comprehensive medical insurance subsidy.

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). Final compensation will be based on the position grade and negotiated within the corresponding market value.

## **VII. TAXES**

The successful Applicant will be subject to host country (Mali) tax laws.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period – FSN-07 Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-MOD-OEFE-FY20-25- SALARY	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_



3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC** **Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

~ End of Solicitation~